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INTERLIBRARY LOAN

Are you doing research for a paper or preparing for a talk and need a book or journal that you can't find in the Fermilab Library? Then try interlibrary loan.

Interlibrary loan is a service that the library offers to Fermilab employees, visitors and contractors. Through this service, we are able to obtain materials for you from other libraries. All you have to do to start the process is fill out an interlibrary loan request form either in the Library or on the Web at <http://www-lib.fnal.gov/library/protect/ill-req.html>.

When you fill out the form, you will need to provide the following information:

- Your name
- E-mail address
- Mail station
- Phone extension
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- Budget code
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- Author(s)

Usually it takes from five to 14 working days for interlibrary loan materials to arrive. It may, however, take longer depending upon the policies and procedures of the lending library. Some rush requests and even "same-day" requests can be accommodated, but there may be an increased fee for these materials.

Many libraries charge processing fees for interlibrary loans. We try to get materials for free whenever possible. If there are fees, they will be charged to your budget code. For more information regarding interlibrary loan call the Library at x3401.

EXECUTION OF COPYRIGHT TRANSFER

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2. If the Publications Office has questions regarding the propriety of certain clauses or wording, the form is referred to the Fermilab Legal Office. Upon receipt of a copyright transfer (or assignment) form, counsel reviews the document to ascertain acceptability to the author, URA/DOE and adds or deletes any necessary clauses.
3. Concurrently, the Publications Office also submits a copy of the report to the Office of Research and Technology Applications for patent review. This review protects the rights of the author, URA and DOE to any potentially patentable technology.
4. After appropriate reviews, the manager of the Publications Office signs the copyright form on behalf of URA and returns the form to the author or submits the form to the publisher per the author's instructions.
5. A copy of the executed form is retained in the Publications Office as a permanent record.

The Publications Office executes copyright agreements as quickly as possible. Usually the process takes only a few days. We ask, however, that you give us as much lead time as possible. To begin the process, we are happy to take a draft of your report, provided the content won't be changed significantly. If you have any special time considerations—such as your plane is leaving in an hour and you have just finished your conference submission—please let us know. This happens more frequently than you would guess and we are rather adept at working with editors to resolve any problems, leaving you with nothing to worry about except catching your plane. If you have questions call Cindy Crego at x3278.

RESOURCES
for information

<http://fnalpubs.fnal.gov/resources/welcome.html>

RESOURCES

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LOST BOOK POLICY

The Fermilab Library has adopted a lost book policy to recover some of the costs of replacing lost items. This is how the policy will be implemented: If you are unable to find a book that, according to circulation records, was checked out to you, a Library staff member will search the Library shelves to see whether or not the book has been returned. If the book is on the shelf, the circulation database will be corrected, and you will be notified. If the book is not on the shelf, the Library Administrator will notify you and your Division/Section head. The notification will state that you have two weeks to return the book. If the book is not returned within two weeks, the Library will purchase a replacement and charge the cost of the book and any associated fees (shipping, etc.) to your department's budget code.

We hope we never have to charge anyone! To avoid lost book charges, please renew your books before they are overdue, promptly return any books you are no longer using, do not lend Fermilab Library books to anyone else, and return books to the book drop at the Library front desk—do not just lay them on a shelf.



THE LIBRARY ACCEPTS GIFTS

From time to time we receive phone calls from employees asking if we accept donations of used books and journals. The answer is yes! We are always glad when you think of us before disposing of unwanted materials, and appreciate your willingness to save books and journals for others to use.

Whether you have one or two books, or several boxes of books, journals, reports or videos, please call us at either x3401 or x8586. Rob Atkinson, the collection services coordinator, will make arrangements to come to your workplace and look at your donation. This will save you the trouble of bringing the materials to the Library. We usually take any materials that pertain to the subject areas in the Library's collection, provided we do not already have them. We are particularly interested in both recently published materials and materials formerly held in the collection that are now missing. When Rob visits, he will make a quick list of everything of interest and check it against the Library's catalog. He will then return to pick up everything in the donation that the Library can use.

Because books and replacement journal issues are becoming more and more expensive, your gifts are important to us. We would like to thank everyone who has given to us in the past. You have helped to make the Library a more useful place. To anyone else who may be moving, retiring or doing spring cleaning—we ask that you please let us know before you throw!

SURVEY SAYS

In the last issue of *Resources*, we discussed in general terms responses to our department's survey, noting response rates and survey methodology. In this and subsequent issues, we will address comments received from survey respondents. This article addresses survey comments and questions about citation indexes and electronic databases. Copyright and interlibrary loan questions are also answered in this issue in separate articles.

Citation indexes and other electronic databases

Over 70% of the 192 survey respondents were unaware of the resources we have available in the Library on CD-ROM. You must come to the Library to use these indexes and codes, because at this time we cannot serve the data to the varied computer platforms at Fermilab. For your convenience, however, the computer that runs them is available 24 hours a day, seven days a week. The Library CD-ROM collection includes:

- INSPEC (1989 to date; updated quarterly) — bibliographic citations of published and conference literature in physics, electrical engineering and information technology. Includes citations to all major physics journals. (Note that INSPEC is also available in an abbreviated format on the Web; see the Library Administrator for the access password.)
- Computer Select (covers most recent 12 months; updated monthly) — computer-related journal articles, software and hardware product specifications, and manufacturing company profiles. A good tool to use if you are considering a computer system purchase.
- National Fire Code (1996 edition) — the National Fire Code includes the National Electrical Code and other safety standards. (Thanks to the ES&H Section for helping us acquire this component of the "Work Smart" Standards.)
- Books in Print Plus (current edition; updated monthly) — listings of most English-language books currently in print; includes publishers, pricing and ordering information. More up-to-date than the print version.

Additional information about the Library's CD-ROM products is available on the Web at <http://www-lib.fnal.gov/library/cdromtext.html>.

Online searches by appointment

Over 50% of the survey respondents were not aware that Library staff by appointment can search for you a huge range of online citation index, numeric, and other databases. The Library has accounts with the DIALOG and STN database services. These services vend databases ranging from full-text of newspapers, to environmental risk data, to company profiles, to INSPEC, COMPENDEX and other physics and engineering citation indexes—including "Science Citation Index" on which you can trace full citation histories. Patents can be searched on DIALOG, and copies can be ordered and sent direct to your fax for a small charge. Searches are charged back to the requester's budget code; costs are dependent upon the database(s) searched and the connect time. For additional information about online searches, please check our Web page at: <http://fnalpubs.fnal.gov/library/brochure.html>.